

INDUSTRY CIRCULAR

OFFICE OF THE COMMISSIONER OF INTERNAL REVENUE
ALCOHOL AND TOBACCO TAX DIVISION



WASHINGTON 25, D. C.

Industry Circular No. 62-19

May 11, 1962

INSTALLATION OF ELECTRONIC DATA PROCESSING SYSTEMS

Manufacturers of tobacco products:

Purpose. This industry circular is to solicit your cooperation in advising your assistant regional commissioner (alcohol and tobacco tax) of any plans you may have for converting your present record-keeping system to electronic data processing.

Comments. Because of the steadily increasing use of electronic data processing systems, it seems advisable to suggest that consideration be given, in designing such systems, to internal revenue record-keeping requirements as well as to industry accounting needs. Therefore, if you contemplate changing your present recordkeeping system to electronic data processing, please advise your assistant regional commissioner (alcohol and tobacco tax) sufficiently in advance of actual installation to enable him to assist you and cooperate with you in determining that all of the information required by tobacco products regulations will be programmed into your electronic system.

Inquiries. Inquiries concerning this circular should refer to its number and be addressed to your assistant regional commissioner (alcohol and tobacco tax).

A handwritten signature in cursive script, reading "Dwight E. Avis".

Dwight E. Avis
Director, Alcohol and Tobacco Tax Division